

The Local Application

The process/submission deadline

Don't wait until the last minute

The application will not change unless a federal audit leads to changes

Maintain a copy from year to year and modify

Deadline for submission will be the first week of May

Application must be approved *before* expenditures can be made

Making modifications during the year

Can be made throughout the year

Must be in writing; easily done through e-mail

EXAMPLE: "\$16,500 was approved to purchase TIG welders for the Welding Technology program. They came in \$2,000 under budget. We would like to request the \$2,000 be approved to apply to the purchase of a brake lathe for the Automotive Technology program. If the cost exceeds the amount of Perkins funds available, state equipment funds will be used."

Developing a budget

Make a "wish" list as the year progresses

Involve teachers/business and industry with the planning

Gather documentation and cost estimates

Round to the nearest dollar (\$541 not 540.87)

Complete budget sheets by objective not each individual item

Purchases can be made using two sources of funds (federal money + state money)

Completing the narrative section

Required by the legislation

Be brief but to the point

Statement of Assurances

Assure funds are going to be spent in the way identified in the local application

Programs of Study

Each school must have one in place before the local application can be approved

Advisory Committees

Advisory Committees are required for each program area. Committees require the involvement of business and industry and parents to assure programs are meeting the need of local industry and the community. Committees must meet twice/year.